

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOH06422829**

DATE POSTED: **02/17/22**

POSITION NO: **240666**

CLOSING DATE: **03/17/2022 by 5pm**

POSITION TITLE: **Program Manager I**

DEPARTMENT NAME / WORKSITE: **Public Health Emergency Preparedness Program/ Window Rock, Arizona**

WORK DAYS: **Mon. - Fri.** REGULAR FULL TIME: ☒ GRADE/STEP: **BQ67A**

WORK HOURS: **8 am - 5 pm** PART TIME: ☐ NO. OF HRS./WK.: **\$ 58,276.08 PER ANNUM**

SENSITIVE ☐ SEASONAL: ☐ DURATION : **\$ 27.91 PER HOUR**

NON-SENSITIVE ☒ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Develop and update detailed written plans and guidelines to efficiently coordinate the response to natural and intentional public health and safety threats, biological events, disasters, and disease outbreaks and exercise independent judgment. Develop coordinated responses to public health and other civil emergencies, in compliance with Federal and State emergency preparedness and response requirements. Develop program plans to meet requirements and standards for emergency preparedness and response activities, including Centers for Disease Control, State and Federal Emergency Management Agency (FEMA), Arizona, New Mexico and Utah Department of Health Services and National Incident Management System (NIMS) protocols. Develop and maintain procedure manuals and emergency operations plans. Manage and maintains Program budget and reporting. Prepare and delivers presentations to groups such as schools, chapter houses, etc. Coordinates and conducts surveys in collaboration effort with Navajo Nation (NN) Epidemiology Center. Prepare and submit reports and maintain records; assist with community outreach related to PHEP deliverables and Department of Health (DOH) Plan of Operation. Develop and participate in partner/stakeholder meetings, workshops, drills, training, and exercises and complete reports related to these activities, including identification of best practices, lessons learned, areas for improvement, and corrective actions. Serve as on-call specialist, respond to emergencies and participate in special training and emergency events. Annually meet the DOH Plan of Operation, PHEP deliverables and performance measures according to Scope of Work. Assist with coordinating technical assistance with other agencies and participate in planning work groups. Maintain absolute confidentiality of work-related issues and restricted Tribal, County, State and Federal information.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelors Degree in Public Health Administration, Environmental Health, Public Safety or related field; and five (5) years program related experience; two (2) years of which must have been in a supervisory capacity; or equivalent combination of education and experience in public health, public safety or emergency management.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state Driver's License.

Must obtain the following certifications within 60 days from date of hire; FEMA NIMS-ICS 100, 200, 700, and 800 Certification; FEMA HSEEP Certification, and train/certified with the Navajo Nation Financial Management Information System (FMIS).

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Federal and State grant and special fund accounting and accountability standards. Knowledge of principles and practices of emergency management plans and programs. Knowledge of AZ, NM and UT state statues governing public health and emergency preparedness and response activities. Knowledge of managing a Grant funded Program. Ability to communicate effectively and efficiently with Navajo Nation eternal programs and ADHS. Ability to network effectively as evidenced by knowledge and interact with PHEP Program stakeholders and resources to promote PHEP deliverables and the DOH Plan of Operation.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**